



Published on *United States Bankruptcy Court* (<http://www.canb.uscourts.gov>)

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Remember to always search for a creditor before adding.

Click **Add Creditor** hyperlink.

Enter the **Case Number**.

The **CREDITOR INFORMATION** screen displays.

Note: CM/ECF will warn the user if the case already contains creditors.

Enter the creditor name and address information.

Remember: 5 line maximum

Each line no more than 40 characters (Name may be 50)

Avoid special characters (# & C/O are okay)

Account number/attention line placed on line 2

City, State and zip code on last line

Zip + four must include hyphen

State must be 2 letter abbreviation

Type defaults to "Creditor". Other values available may be:

Administrative

Limited Notice

Notice of Appearance

20 Largest Unsecured Creditors

If the creditor being added is a member of the creditor committee, click **Yes** after the **Creditor Committee** button.

If more than one creditor separate creditors with a blank line.

The **TOTAL CREDITORS ENTERED** screen will appear.

Verify the number of creditors you have entered.

If the number is not correct, click the browser's Back button to investigate your entries.

Otherwise, click **Submit**.

The **CREDITORS RECEIPT** screen will then display.

This screen confirms the number of creditor records that have been added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous. operation.

Source URL (modified on 05/12/2014 - 10:06am):

<http://www.canb.uscourts.gov/ecf/efiling-manual/adding-creditor#comment-0>